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DEPARTMENT OF TRANSPORTATION

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SECRETARY

March 16, 1998

Memorandum to: Distribution A

From: Becky Keith *Be*  
Director of Personnel

Subject: Procedures for Posting and Filling Positions

Recently, there have been various questions concerning the posting and filling of vacant positions. To follow up on these issues, I am distributing updated guidelines that comply with Merit-Based Hiring procedures and should be followed at all times.

1. Each permanent position to be filled shall be posted with the exception for approved waivers as defined in Item #4. Temporary positions are not required to be posted, including positions filled by Model Co-operative Education students and State Government interns.
2. Vacant positions to be filled internally from within the DOT can be posted for five workdays.

Vacant positions to be filled internally by state government employees can be posted for seven workdays.

Vacant positions to be filled by applicants outside state government can be posted for seven or ten workdays. It is recommended that these be posted for the ten day period whenever possible to allow all applicants ample time to apply.

3. All postings must be entered in the computer by Wednesday of each week in order to be posted on the following Tuesday.
4. Waiver of posting on a position may be requested if the following conditions are met:
  - a. the position is filled within 60 days of the beginning posting date of a previously posted position with the same classification;
  - b. the position description, knowledge and skill requirements, and geographical location is identical to the previously posted position;



- c. the applicant recommended for the waiver of posting did apply and was considered for the previously posted position:
  - d. the waiver letter, submitted with a PO-105 on the recommended applicant, must be submitted within the 60 day period and include: (1) posting dates of the previous position (2) position control numbers of the previous position, and (3) subhead of the previous position.
  - e. the waiver should be for an applicant from the designated Highly Qualified Pool to comply with Merit-Based Hiring procedures.
5. Selection of a recommended applicant from a current application pool must be made within 90 days of the ending posting date. If there are extenuating circumstances, an exception may be requested by contacting June Lanier at (919) 715-9836; otherwise, the position must be reposted. If the position is reposted, each applicant who applied for the position during the first posting should be notified by letter of the reposting and informed that they will still be considered.
6. When a recommended applicant declines a position and it is within 60 days from the beginning posting date, a second choice selection may be made from the same package. However, management should be aware that if there was a RIF applicant in the package and their RIF rights had subsequently expired, they would still have whatever RIF priority they had when the position was posted.
7. If an applicant accepts a position and reports to work for any part of a day and subsequently resigns, a second selection cannot be made from the posting. The position must be reposted.
8. When a position is reposted, all applications from the first posting need to be sent in to the Qualifications Review Section as a separate package since they have already been evaluated. The second group of applications for the reposting should be sent in as a separate group. When the package is sent back, there will be two Qualifications Evaluation Reports and they will be labeled as "1<sup>st</sup> Posting" and "Reposting".
9. If a department/division determines that because of recruitment difficulties it is appropriate to recruit and employ a trainee, then the vacancy should be posted at the trainee level. The Office of State Personnel automatically prints the trainee level on the postings due to recruitment problems for the following classes:  
Transportation Technician I, Transportation Technical Aide I, and  
Transportation Geological Technician I.

If you have any questions or concerns, please call me at (919) 733-5846 or June Lanier at (919) 715-9836.